

The Purchasing Division is charged with the responsibility for procuring all materials, goods and services for city departments. Purchasing enforces and ensures compliance with federal and state laws and regulations, city procurement regulations, and city fixed assets reporting and procedure requirements. The division also reviews, authorizes and processes all purchase requisitions and requests for bids and proposals; maintains the city's inventories; operates the motor pool; and disposes of surplus assets.

2004/05 Operational Highlights:

- Continued to work with and improve the online fixed asset and inventory system to ensure efficiency and effectiveness in division operations.
- Maintained a level inventory value despite a 12% increase in Water Division inventory.
- Continued to provide effective, cost-efficient inventory and purchasing services to all city departments.

2005/06 Goals and Objectives:

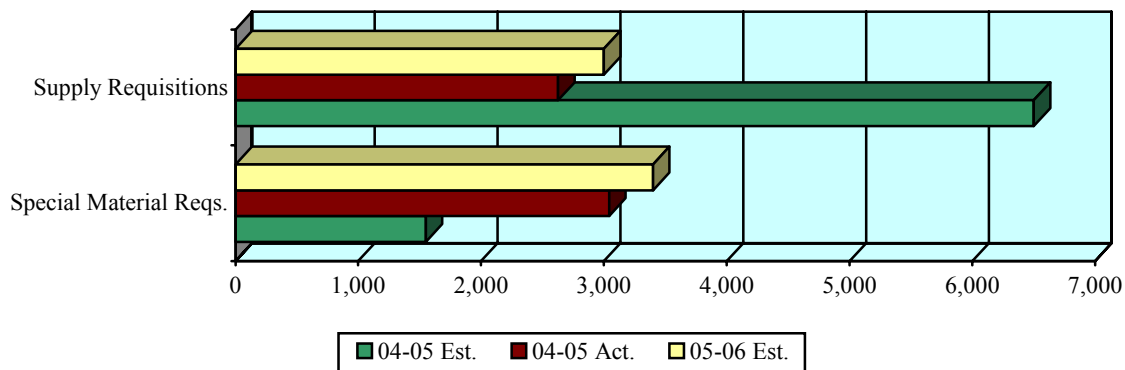
- Update and reprint the City Purchasing Manual to incorporate major changes in areas including the design/build process and Federal Transportation Commission requirements for the Transit Division.
- Process all requisitions, bids and proposals in the most professional manner, processing in such a way as to maximize the competitive nature and fairness of each.
- Maintain warehouse functions in an efficient, cost-effective manner.
- Provide a safe and friendly environment for employees.

Budget Commentary:

The FY 2005/06 operating budget of \$451,786 is supported by the General Fund and supports the salaries and benefits for 10 staff members. Also included are the operating expenses for the division and equipment necessary for division operations. Salaries and benefits comprise the majority (90.7%) of the division's FY 2005/06 budget.

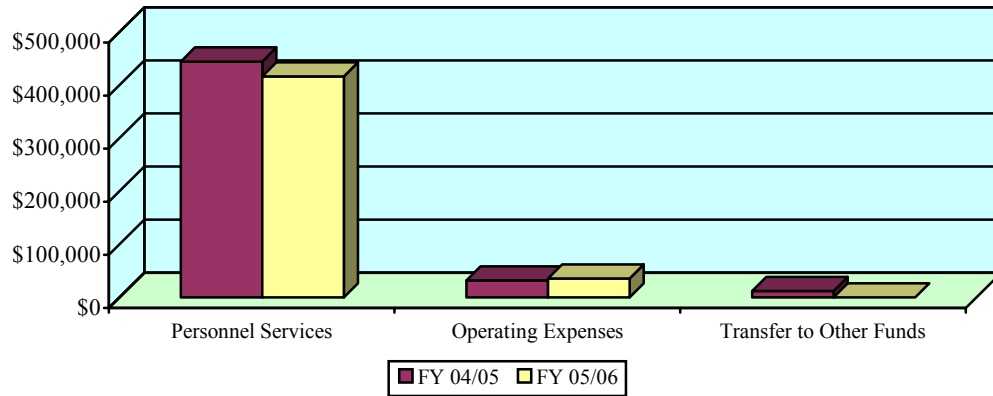
During FY 2004/05, an Accounting Supervisor position was moved to the City Manager's Office and reclassified as an Assistant City Manager. The Grants Writer position was deleted in the FY 2005/06 budget.

<u>Standard Program Measurements:</u>	<u>04/05</u> <u>EST.</u>	<u>04/05</u> <u>ACTUAL</u>	<u>05/06</u> <u>EST.</u>
1. Number of purchase orders processed	14,100	13,589	14,100
2. Number of supply requisitions processed	6,500	2,628	3,000
4. Special material requisitions	1,550	3,043	3,400
5. Number of requests for bids and proposals	110	107	110



<u>POSITION/CLASSIFICATION</u>	<u>FY 04/05</u> <u>ACTUAL</u>	<u>FY 05/06</u> <u>BUDGET</u>
Purchasing Officer	1 – CLFT	1 – CLFT
Accounting Supervisor	1 – CLFT	0 – CLFT
Account Technician	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Database Specialist	3 – CLFT	3 – CLFT
Grants Writer	1 – TGF	0 – TGF
Supply/Inventory Technician	<u>4</u> – CLFT	<u>4</u> – CLFT
TOTAL:	12	10

EXPENDITURE CLASSIFICATION



	FY 04/05 <u>REVISED</u>	FY 05/06 <u>APPROPRIATION</u>
Personnel Services	\$ 444,255	\$ 416,343
Operating Expenses	32,000	35,443
Transfer to Other Funds	<u>12,000</u>	<u>0</u>
 TOTAL:	 \$ 488,255	 \$ 451,786